

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : Space Saving and Component Consolidation Planning
(Progress Report)

1. This memorandum is for information only.

THE PROBLEM

25X1A9A 2. On 9 February 1970, a meeting was held on the above subject which was chaired by Robert L. Bannerman, DDS and attended by John W. Coffey, ADDS, [] DC/PS-DD/S, John F. Blake, D/L and the undersigned. At the beginning of the meeting Mr. Bannerman presented conditioning factors to any Agency space planning effort: (a) it has been almost impossible to convince the DCI that additional space should be acquired to help solve our space problems; (b) new projects needing space continue to be approved and some existing activities have legitimate requirements for additional space; and (c) space for staging which is absolutely necessary for carrying out moves involving major adjustments has shrunk to 500 square feet. It was Mr. Bannerman's desire that the Building Planning Staff survey the space assigned to each Directorate to see what might be reclaimed or gained through re-arrangements, including particularly such areas as conference rooms.

3. Mr. Bannerman requested that the principle of planning ahead be applied to Agency space planning rather than waiting for requirements to be dropped upon us. He coupled this thought with the equally important concept that components now dispersed should be regrouped and brought together thus benefiting the component and at the same time accumulating space which can be saved in the process. The Offices of Communications and Security were considered as prime possibilities and it was determined that a pilot study should be made of one.

25X1A6A 4. [] were mentioned by Mr. Bannerman for consideration in possible space conversions even including major renovations.

ACTION

5. The Building Planning Staff has assembled and reviewed statistics, special reports, space blueprints, and periodic machine tabulations. This information covers personnel, assigned space, and space utilization.

Many questions approved for release 2002/11/18 CIA-RDP86-00244R000300320009-0 to a paper examination. Much of the information is submitted by the various components and reported changes have not been checked in person. To make a thorough study and verify the information on record it would be necessary to make an intensive room by room inspection of all areas with potential savings, and to discuss the functions of the responsible office and actual use of many areas. Only in this way can individual pieces of space be identified and marked for saving through any reorganization or consolidation.

6. Space identified as being inefficiently used cannot normally be recovered without a reorganization of the component involved, which action would be very expensive. Also it is important that there be a plan for the use of space which is "saved". It has been found in the past to be practically impossible to utilize small pieces of space which could be saved in any constructive manner such as a turnaround area or for a single unit, without an expensive and enormous checkerboard or reshuffling exercise. This would be particularly true in relation to the scattered pieces of space represented by individuals who will be leaving as a result of the Agency's ceiling reduction.

25X1A6A 7. No limitation has been placed on the search for areas in which potential savings may lie and where turn-around space may be found. Possibilities have been grouped in five categories: Office Space (Att. I); Conference/Briefing Space (Att. II); Storage Areas (Att. III); Special Areas (Att. IV); and [redacted] space (Att. V). Each of these categories carries items which BPS considers represent possible savings for allocation against high priority requirements or to be garnered for flexibility and turn-around space. However, most of these potential savings could only be turned into real savings through extensive reorganizations.

8. The Building Planning Staff is examining space retrieval possibilities which could benefit the Agency in solving its immediate problems, i.e. SPS and OSP. However, since the primary gains will come through component consolidations, BPS is also concentrating upon ways to make these moves in FY 1972 to 1975. This will be the result of a basic space management effort which will provide maximum improvements in Agency space utilization and in the supervision and management of its affairs pending the conclusion of the ten year building planning and construction program at the Headquarters site. The accumulation of the necessary basic facts, procedures and operational details covering all Agency components had been set forth in the BPS Building Planning Program for FY 1970 and 1971. This ground will have to be covered under any conditions, so with slight changes in priority and timing, and with some added requirements, BPS will do the research and planning necessary to meet the interim (5 year) space needs of the Agency.

TENTATIVE CONCLUSIONS

9. The Agency requires up to 15,000 to 20,000 square feet for turn-around and phasing during the consolidation of a component or for checkerboard moves in a series of resettlement steps.

10. Cover, compartmentation and secure areas bring added complexities to any move and may thwart some.

11. Ultimately the most inexpensive, least disruptive and most efficient system would be to move a component into its permanent quarters, which space would be conceived as an integral part of the Master Construction Plan.

12. Planning over the next two years will provide the necessary preparatory information for carrying out the desired component consolidations by 1975.

13. At the conclusion of the period of reconfiguration and reassembly, if the two floors and warehouse space have been added to the Printing Services Building, the Magazine Building can be returned to GSA custody.

14. Greater operational effectiveness and better managerial supervision and control will exist.

15. Also after consolidations, operations vis a vis the Headquarters Building and outlying locations will be less expensive; i.e. less travel, greatly reduced telephone communications, fewer courier stops, space saved from ceiling reductions (generally not reclaimable without reorganization), release of Magazine Building (current annual rent \$300,000 with projected rental of at least \$410,000 using current Rosslyn rental rates beginning in 1975, when contract is renegotiated).

POSSIBLE SOLUTIONS

25X1A6A 16. Dispersal - Through the relocation of components or elements thereof to [redacted] space for which the Agency is now paying rent could be made available for turn-around staging areas. This would facilitate the consolidation effort, and at a later date would permit the release of space back to GSA thus relieving the Agency of some rental cost. Such relocation of Agency elements would require a high level decision and the personnel involved would face considerable difficulty in locating housing accommodations.

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(a) An office such as [] could be accommodated at [] if both [] were used. New construction already planned or refurbishing of existing buildings already surveyed or a combination of the two would have to be completed in order to accommodate an office of that size. (See Attachment V) Other smaller elements could be supported more readily at the two Stations.

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(b) [] - OTR would transfer certain of its courses now being run at [] With tight scheduling present classroom space would be adequate to include this new load. The office space for the instructors and perhaps an extra classroom or two could be arranged within the 4,000 square feet of space in the basement of the Administration Building. This area was originally designed as a fallout shelter. (See Attachment V).

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(c) [] - The transfer of the Supply Division from the Ames Building, Rosslyn to [] would place two related logistical elements together. The advantages of this appear at this time to outweigh the gain to be had from having Supply Division close to Procurement Division, and other Logistics Offices. Of even greater importance would be the release of one full floor of space (11,035 sq. ft.) to be used for staging during the component condensing program. Some material would have to be moved into a Butler building and offices constructed similar to the other offices now in the central warehouse. (The Chief of the [] suggests that it might be preferable to conform an existing Butler into office space as has been done before. It is recognized that this would not be the best type of office space). After the component condensing effort has been completed in three to five years, Supply Division could return to its former area if experience indicated that this was a more preferable location. (See Attachments III, and V) Supply Division space at the present time includes a secure area of 2580 sq. ft.

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17. Construction - It would take one to two years to project and arrange for the necessary moves, and two to three more years to carry out these plans. This effort could save thousands of feet of space which otherwise would be unreclaimable because of its miniscule and scattered state. At least a minimal construction effort is recommended at this time in order to economically and efficiently retrieve unused, poorly used or freed space. The two floors, for which supporting columns have already been built, should be added to the Printing Services Building with extension for heavy special purpose activities and warehousing. This would accommodate all of OC except ACT, Signal Centers, and OC aspects of [] on the top floor (3rd floor). The 2nd floor would accommodate all of ORD. Such an effort would bring a major DDS&T component back to the Headquarters site and consolidate the Office of Communications.

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18. Construction Plus Magazine Turn-Around - The newly constructed PSB space would equate to the floor space in the Magazine Building and the projection of this planned sequence of moves would eventually evacuate that building permitting it to be returned to GSA at the end of the present contract in 1975. A projected \$410,000 of yearly rental cost would be saved thus amortizing the new construction in about ten years. The Magazine Building would be used as a staging area in the process of condensing other offices.

19. Short Term Lease - If planning and constructing the addition to the Printing Services Building cannot be arranged within the near future, the Agency should move forward to acquire on a short term lease of three years from date of contract, approximately July 1971, about 15,000 to 20,000 square feet as a turnaround area for the condensing program. It will undoubtedly require a new approach to the DCI to obtain his approval. However, the gain to the Agency in terms of concerned space management, efficiency and outright cost is potentially so great that the effort should be made to obtain his approval of a short term lease through GSA IF it is not possible to construct the addition to the Printing Services Building.

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Chief, Building Planning Staff

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CONFERENCE/BRIEFING SPACE

Dispersal of Meeting Rooms

1. The present CRAMS report includes a listing of Conference Rooms, Situation Rooms, and Briefing Rooms. There are currently 50 locations of this type of space in the Headquarters Building totalling 21721 sq. ft. or 49.4% of the total Agency conference and briefing space. There are 31 locations dispersed in 12 Buildings other than Headquarters. These 31 locations comprise 22199 sq. ft. and represent 50.6% of the Agency total of 43920 sq. ft. of space devoted to conference type usage.

21721 sq. ft. Headquarters Building	49.4
22199 sq. ft. 12 other building locations	<u>50.6</u>
	100.0

Detailed distribution is shown in attached worksheets and CRAMS listing.

Conference/Briefing Type Space Distribution:

2.	SPACE		AGENCY ON DUTY STRENGTH	
	Amount Of square feet	Percent	Number of Employees	Percent
DCI	4088	9.3		
DDS	7764	17.7		
DDP	8679	19.8		
DDS&T	8280	18.8		
DDI	15109	34.4		
NPIC	(9375)	(21.3)		
Other	(5734)	(13.1)		
TAS				
	<u>43920</u>	<u>100.0</u>		

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Poor Space Management:

25X1A9A 3. BPS/OL concurs with the findings in the [] report dated 20 January 1969 on Agency space utilization in the Metropolitan Washington area. The report states that "an excessive amount of space appears to be devoted to conference room/briefing room use; particularly in view of the proportion of supervisors and senior executives with sufficient private office space for moderate sized staff briefings. Although it is doubtful that optimum utilization is being realized in the absence of some definitive measurement of conference room use, estimates of conference room requirements remain speculative".

Conference/Briefing Room Percentage of Total Space:



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Reduction Potential in Conference type space:

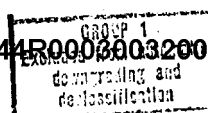
5. All Directorates should reappraise their conference space holdings with a positive view toward reducing these holdings. Few conference rooms are known to be in use as much as 50 percent of the time. Thus a reduction by directorate of 15 percent of their space allocated to conference and briefing use should be workable. Elimination of a few conference rooms and reducing the size of others could release at least 5000 sq. ft. or the equivalent of 30 or more offices. Judicious control by Directorate of its remaining conference space, with continued or possibly greater use of offices for moderate sized meetings should satisfy the requirements for such facilities.

Recapture or Turn-Around Use of East Building Space:


6. The ODCI Conference Room of 810 sq. ft. and standby DCI offices in the East Building were created as a downtown location for the Director of Central Intelligence during the era of Mr. McCone. Release should be considered of this entire DCI suite in the East Building which consists of 4676 sq. ft. It is understood that this space has been used only a few times since its creation. It could be put to productive use in these times of space shortages.

Centralized Conference Areas:

7. The Building Planning Staff is considering the provision of strategically located conference rooms for use by components in the vicinity of each, in new facilities to be constructed at the Headquarters site. Also the practice of providing sufficient space to key officers to permit small conferences in their offices will be continued.



CONFERENCE ROOMS

NO	LOCATION	SPACE (SQ. FT.)					TOTALS
		DCI	DDS	DDP	DDI	DDS&T	
53	Headquarters Bldg.	3278	2787	7469	3453	4734	21721
1	Printing Svcs Bldg.		165				165
15	Ames Center Bldg.		1200			2235	3435
2	Key Bldg.		315		651		966
6	Magazine Bldg.		1960		1630		3590
2	Glebe Bldg.		580				580
1	Central Bldg.			150			150
1	South Bldg.			385			385
2	East Bldg.	810		675			1485
5					9375		9375
2						1311	1311
1			489				489
1			268				268
92		Totals	4088	7764	8679	15109	8280

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ROOM NO.	COMP	DCI	DDS	DDP	DDI	DDS&T	REMARKS
GA3905	OCS					273	Conf. Rm.
25X1A GG27				164			Briefing Rm.
GF44				260			Conf. Rm.
1F13	OC		334				Briefing Rm.
1H19	CRS				300		SA - Conf. Rm.
1E4816	CRS				260		Conf. Rm.
25X1A 1D1614	FMSA					250	Conf. Rm.
1E48				888			SA-C/S.T. Rm.
1D39				588			SA-Conf. Rm.
1H51				270			SA-Conf. Rm.
1D4021	OMS		299				Conf. Rm.
2E29	OCS					225	SA-Conf. Rm.
2D03	OC		360				Conf. Rm.
2E62	CRS				483		Conf. Rm.
2C40	CI			300			Conf. Rm.
2B44	CI			300			SA-Conf. Rm.
25X1A 2E08	FI			315			Conf. Rm.
2C24				400			Conf. Rm.
3F20	OS		231				Conf. Rm.
3E30	NIPE	369					Conf. Rm.
3E62	ONE	375					SA-Conf. Rm.
3G03	OSR				292		Conf. Rm.
3D29	WH			287			Conf. Rm.
3D03	CA			424			Conf. Rm.
3C44	ODDP			540			SA-Conf. Rm.
3C28(&3C24)	ODDP			823			Conf.
4F21(&4F31)	OER				1000		Conf.
4E64	OS		483				Conf. Rm.
4B42	EUR			300			Conf. Rm.
4C24	EUR			318			SA-Conf. Rm.
5D03	FE			435			Conf. Rm.
5B46	SB			300			Conf. Rm.
5G04	OEL					519	SA-Conf. Rm.
5E60(&5E62)	OP		528				Conf. Rms.
6E07	OPPB	680					SA-Conf. Rm.
6F25	OSI					700	SA-Conf. Rm.
6F21	OSI					400	Conf. Rm.
6E60	ODST					525	Conf. Rm.
6E61	ODST					450	SA-Briefing Ctr.
6B44	OSP					300	Conf. Rm.
6B02	OSP					1092	SA-C/Situation Rm.
6D29	NE			287			Conf. Rm.
7B44	FI			270			Conf. Rm.
7E32	ODDI				491		Conf. Rm.
7F36	OCI				252		Briefing/Panel Rm.
7F27	OCI				375		Conf. Rm.
7D34	ODDS		552				Conf. Rm.
7D60	ODCI	680					Conf. Rm./Dir.
7E26	ODCI	692					Conf. Rm.
7E62	ONE	482					Conf. Rm.

Fifty Rooms

3278

2787

7469

3453

4734

(21721)

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GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

(Other Than Headquarters Building)

Space (Sq. Ft.)

Bldg.	Room No.	Comp.	DCI	DDS	DDP	DDI	DDS&T	Remarks
PSD	(1st. Flr)	OL/PSD		165				Conf. Rm.
Ames	G02	OP		200				Conf. Rm.
	517	ORD					300	Conf. Rm.
	607(&617)	ORD					700	Conf. Rms.
	725 (7 Rms.)	ORD					1235	Conf. Rms.
	816	OC		480				Conf. Rm.
	(10th Flr)	OL		490				Conf. Rms
	1207	OL		350				Conf. Rm.
KEY	400	DCS				651		Conf. Rm.
	1215	OF		315				Conf. Rm.
MAG.	211	OP		230				Conf. Rm.
	405	OP		250				Conf. Rm.
	503	OSR				560		Conf. Rms.
	609	OS		1480				SA-Briefing
	901	OB61 CBG-I				195		Conf. Rm.
	904	OB61				875		Confs/NIS
Glebe	730	OTR		280				Brief Rm.
	819	ORT		300				Conf. Rm.
Central	(1st. Flr)	TSD			150			Conf. Rm.
South	221	TSD			385			Situation Rm
								SF
East	(Bsmt)	TSD			675			Conf. Rm.
25X1A6A	(1st Flr)	ODCI	810					Conf.&Booth
		NPIC				660		Conf. Rooms
		NPIC				400		Conf. Rm.
		NPIC				640		Conf. Rm.
		NPIC				7275		Briefing
								Theatre Rms
	N222	NPIC				400		Conf. Rm.
	1B14	OSA					325	Conf. Rm.
	1D11	OSA					986	SA-Briefing
								Ctr.
	1A39	OS		489				Conf. Rm.
	(1st Flr.)	TD		268				Conf. Rm.
25X1A6A	TOTALS		810	5297	1210	11656	3546	(22519)

SECRET

Excluded from automatic
downgrading and
declassification